

Document No.
NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 21 MAR 1978 By: ou

26 March 1952

TO: Assistant Director,
Office of Collection and Dissemination

FROM:
Organization and Methods Examiner

SUBJECT: Report on Office of Procurement,
Area Top Secret Control Office

1. PROBLEM:-- Review of operating methods of the Area Top Secret Control Office, Office of Procurement, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES:-- 21 March 1952

a. Area Top Secret Control Officer :
Alternate Top Secret Control Officer:

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) Procurement receives documents direct from outside agency rather than through the Central Top Secret Control Office, and assign Procurement control numbers.

b. General Problems:

(1) Procurement, in common with other Areas, encounters a delay in transmitting weekly Top Secret logs to CTSC because of a shortage of office couriers and reluctance to request a courier to transmit the weekly log only.

(2) At least 50 per cent of the documents received in this Area from OPC are covered by the OPC green cover sheet rather than the standard cover sheet, which necessitates preparation by Procurement of a cover sheet for OPC's document. Several Areas have mentioned this problem.

(3) Multiple numbering of actions on the same subject presents a problem to this Area in common with other Areas. Procurement mentioned that frequently a document will be received from Army and assigned a number, Procurement replies and assigns a number, Army sends a second action and still another number is assigned, with the result that though

-2-

only two agencies are involved, several control numbers are assigned. A solution to this problem has been recommended in a previous report.

4. CONCLUSIONS:

This Area appears to have no unique problems requiring solution and no obvious security hazards. The Area Top Secret Control Officer expressed gratitude for a visit from a representative of the CIA TSCO and was very cooperative in the review of the Area operating methods.

5. ACTION RECOMMENDED:

a. Issuance of officer courier schedule to Areas and Sub-Stations.

b. To overcome the problem of the OPC cover sheet, the Central Top Secret Control Officer has prepared a revised cover sheet for Agency-wide use which is intended to overcome OPC's objections to the present cover sheet. The examiner requests permission to discuss this revision with OPC and, upon their approval, issue same as the standard Agency cover sheet.

25X1A9a

Organization and Methods Examiner

CONCURRENDES:

25X1A9a

CIA Top Secret Control Officer

Chief, Organizations and Methods Service